

DUTY STATEMENT

CCTC-AGENCY xxx (REV 06/11)

		RPA # 22-042	EFFECTIVE DATE:
EMPLOYEE'S NAME	POSITION NUMBER (Agency - Unit - Class - Serial) 192-302-4802-001		
DIVISION/UNIT Division of Professional Practices (DPP)	CLASS TITLE Director of DPP		

As a valued member of the Commission on Teacher Credentialing (CTC), you are expected to work cooperatively with all employees, our customers, and members of the public to enable the CTC to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your commitment to treat others fairly, honestly, respectfully, and professionally is critical to the success of the CTC's Mission.

BRIEFLY (1-3 sentences) DESCRIBE THE POSITION'S PRIMARY ROLE AND PURPOSE. PLEASE INCLUDE THE POSITION'S REPORTING RELATIONSHIP AND LEVEL OF INDEPENDENCE.

Under the general direction of the Chief Deputy Director, the Director of the Division of Professional Practices (DPP) manages and supervises staff, including an investigations unit, whose statewide function is to investigate allegations of misconduct against credential holders and applicants. In this capacity, the incumbent has a wide variety of managerial responsibilities and is expected to consistently exercise a high degree of judgement in performing all duties and serve as a key member of the Commission's senior leadership team.

Percentage of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
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ESSENTIAL FUNCTIONS

DPP conducts statewide investigations of educator misconduct and leads the Commission's mission-critical efforts to protect public safety. The Director of DPP supervises and manages the program and is involved in policy and program development. The position requires substantial decision-making as well as technical expertise related to educator discipline. Responsibilities of this position include:

35%

Develops and oversees the implementation of policies and procedures for DPP; collaborates with the Commission's Legal Division and the Office of the Attorney General in the prosecution of DPP cases; consults with law enforcement from local, state and federal agencies, including the Department of Justice (DOJ) regarding the DOJ and FBI fingerprint process; advises the Executive Director, the Commission, representatives of governmental agencies (DOF, Legislature, Governor's Office), and the public regarding workload trends and other discipline issues as necessary; maintains expertise and operates within applicable statutes and regulations (Education, Penal and Government Codes) that govern the educator disciplinary process.

30%

Plans, organizes, directs, and supervises the operations of DPP, directing the work of a multidisciplinary professional and administrative staff. Develops, plans, and implements the policies, organizational structures, procedures, and practices for the discipline program to meet the goals of the Commission, Committee of Credentials (COC) and Executive Director. Develops, reviews, and utilizes various management workload reports of DPP to ensure the workload is being handled in a timely, efficient, and fair manner to ensure public protection. Provides analysis and advises agency leadership and division management of trends in the number of cases received and processed each month by the COC.

30%

Supervises four managers in the development and implementation of plans to support and ensure that the COC maintains a full calendar each month and coordinates the workflow across DPP's four administrative units (case intake, fingerprinting, case management, and investigations). Ensures that each unit is fulfilling its legal mandate with accuracy, efficiency, and excellence at all times. Actively participates in the selection process for staff, and undertakes all other supervisory and management duties, including the progressive discipline process when necessary.

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5%	<u>MARGINAL FUNCTIONS</u> Performs other related professional assignments consistent with the goals and objectives of the Commission.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Data analysis to create production standards and workflow processes.
2. Current statutes and regulations regarding teacher education and disciplinary practices in California.
3. Current laws related to criminal justice system, including infractions, misdemeanors and felonies, as well as rehabilitation.
4. Administrative functions, organization and structure of Commission on Teacher Credentialing.
5. Trends and practices in the disciplinary process of teacher licensing.
6. National and regional policies and procedures regarding disciplinary practices.
7. California principles and methods of disciplinary practices for teachers.
8. State personnel practices.

Ability to:

1. Collect and interpret data to establish production goals and create and evaluate workflow processes.
2. Interpret and apply provisions of the California Education Code, Penal Code, Government Code and the policies and regulations of the Commission on Teacher Credentialing.
3. Analyze policy issues in teacher discipline.
4. Analyze legislation and its fiscal impact on the Commission.
5. Perform in an independent and creative manner.
6. Speak effectively and write clear, concise reports.
7. Utilize effective techniques in human relations.
8. Analyze situations accurately and take effective action.
9. Analyze policy issues related to the evaluation of professional practices.
10. Implement data systems to improve efficiency of DPP division.
11. Prepare policy recommendations, workload reports and agenda items for consideration by the Commission.

DESIRABLE QUALIFICATIONS

- **Integrity** – consistently adheres to his/her duties to execute the mission and responsibilities of the CTC.
- **Expertise** – be a reliable source of accurate information.
- **Teamwork** – works collaboratively and in recognition of the contribution each makes to the common purpose.
- **Respect** – recognizes the validity of other points of view and treats others with civility.
- **Problem Solving** – strives to find practical and effective solutions to achieving desired goals

INTERPERSONAL SKILLS (optional)

- An ability to be empathetic to employee concerns and to effectively communicate the goals of the unit.

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WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

Work Environment:

- Requires prolonged sitting, use of telephones and computers, frequent contact with employees and some public contact. Requires mobility to various areas of the CTC and the ability to work business hours of 8 am to 5 pm.
- Demonstrates a commitment to perform duties in a service-oriented manner. Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.
- Requires fingerprint clearance.
- Has daily contact with CTC management and staff.
- Willing to travel.

Physical Ability

- Must possess and maintain sufficient strength, agility, endurance and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation

Mental Ability

- Ability to communicate clearly and tactfully; read and follow written and oral instructions; and to change tasks and work with multiple task assignments

Some of the requirements above may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

PERSONAL CONTACTS

- CTC management and staff
- Educators and the Public
- Stakeholders
- Commission and Committee of Credentials members

LEVEL OF RESPONSIBILITY – ACTIONS AND CONSEQUENCES

Incumbent will have a very high level of responsibility. Failure to use good judgment in handling sensitive and confidential information could result in confidential and/or incorrect information being released to unauthorized person and may result in adverse actions. The actions of the individual can and will affect the Commission's liability and the safety of school children in California.

MANAGER/SUPERVISOR'S NAME (Print)

MANAGER/SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: *I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT*

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE